



ADMINISTRATION

OFFICE OF THE DEPUTY CHIEF MANAGEMENT OFFICER  
9010 DEFENSE PENTAGON  
WASHINGTON, DC 20301-9010

MEMORANDUM FOR COMMITTEE MANAGEMENT SECRETARIAT  
GENERAL SERVICES ADMINISTRATION

SUBJECT: Committee Charter and Membership Balance Plan Consultation – *National Security Education Board*

The Department of Defense, pursuant to the Federal Advisory Committee Act of 1972, as amended, intends to renew the charter for the *National Security Education Board* (attached). The Board will operate under the provisions of the Federal Advisory Committee Act of 1972, as amended and in accordance with 41 CFR § 102-3.50.

Prior to filing the Board's charter with the Library of Congress and the appropriate congressional committees the Department of Defense respectively requests that the Committee Management Secretariat review and approve the proposed charter and membership balance plan (attached). Both documents has been reviewed and approved by the Office of the General Counsel for the Department of Defense.

If you should have any questions about this charter please contact my point of contact, Len O'Reilly, at 703-692-5949.

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Advisory Committee Management  
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Attachments  
Proposed Charter  
Proposed Membership Balance Plan

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1. Committee's Official Designation: The committee will be known as the National Security Education Board ("the Board").
2. Authority: The Secretary of Defense, pursuant to 50 U.S.C. § 1903, the Federal Advisory Committee Act (FACA) of 1972 (5 U.S.C., Appendix, as amended) and 41 C.F.R. § 102-3.50(a), established the Board.
3. Objectives and Scope of Activities: The Board provides the Secretary of Defense with independent advice and recommendations on developing the national capacity to educate United States citizens to understand foreign cultures, strengthen United States economic competitiveness, and enhance international cooperation and security as described in paragraphs four and five below.
4. Description of Duties: The Board, pursuant to 50 U.S.C. § 1903(d) and consistent with Chapter 37 of 50 U.S.C., shall perform the following functions:
  - a. Develop criteria for awarding scholarships, fellowships, and grants, including an order of priority in such awards that favors individuals expressing an interest in national security issues or pursuing a career in a national security position.
  - b. Provide for wide dissemination of information regarding the activities under the statute.
  - c. Establish qualifications for students desiring scholarships or fellowships, and institutions of higher education desiring grants. In case of students desiring a scholarship or fellowship, a requirement that the student have a demonstrated commitment to the study of the discipline for which the scholarship or fellowship is to be awarded.
  - d. After taking into account the annual analyses of trends in language, international, area, and counter-proliferations studies under 50 U.S.C. § 1906(b)(1), make recommendations to the Secretary of Defense regarding:
    - i. Which countries are not emphasized in other U.S. study abroad programs, such as countries in which few U.S. students are studying and countries which are of importance to the national security interests of the United States and are, therefore, critical countries for the purpose of 50 U.S.C. § 1902(a)(1)(A);
    - ii. Which areas within the disciplines described in 50 U.S.C. § 1902(1)(B) relating to the national security interests of the United States are areas of study in which United States students are deficient in learning and are, therefore, critical areas within those disciplines for the purposes of that section;
    - iii. Which areas within the disciplines described in 50 U.S.C. § 1902(a)(1)(C) are areas in which United States students, educators, and Government employees are deficient in learning and in which insubstantial numbers of United States institutions of higher education provide training and are, therefore, critical areas within those disciplines for the purposes of that section;



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- iv. How students desiring scholarships or fellowships can be encouraged to work for an agency or office of the Federal Government involved in national security affairs or national security policy upon completion of their education; and
  - v. Which foreign languages are critical to the national security interests of the United States for purposes of 50 U.S.C. § 1902(a)(1)(D) (relating to grants for the National Flagship Language Initiative) and 50 U.S.C. § 1902(a)(1)(E) (relating to the scholarship program for advanced English language studies by heritage community citizens).
  - e. Encourage application for fellowships from graduate students having an educational background in any academic discipline, particularly in the areas of science or technology.
  - f. Provide the Secretary of Defense with a list of scholarship recipients and fellowship recipients biennially, including an assessment of their foreign area and language skills, who are available to work in a national security position.
  - g. Provide the Secretary of Defense a report fully describing the foreign area and language skills obtained by the recipient as a result of the assistance, not later than 30 days after a scholarship or fellowship recipient completes the study or education for which assistance was provided under the Program.
  - h. Review the administration of the National Security Scholarships, Fellowships, and Grants Program.
  - i. To the extent provided by the Secretary of Defense, oversee and coordinate the activities of the National Language Service Corps (NLSC) under 50 U.S.C. § 1913, including:
    - i. Assessing on a periodic basis whether the NLSC is addressing the needs identified by the heads of departments and agencies of the Federal Government for personnel with skills in various foreign languages;
    - ii. Recommending plans for the NLSC to address foreign language shortfalls and requirements of the departments and agencies of the Federal Government;
    - iii. Recommending effective ways to increase public awareness of the need for foreign languages skills and career paths in the Federal Government that use those skills; and
    - iv. Overseeing the NLSC efforts to work with Executive agencies and State and Local governments to respond to interagency plans and agreements to address overall foreign language shortfalls and to utilize personnel to address the various types of crises that warrant foreign language skills.
5. Agency or Official to Whom the Committee Reports: The Board reports to the Secretary of Defense. The Secretary of Defense, pursuant to 50 U.S.C. § 1906, shall submit to the President and to the Congressional intelligence committees an annual report of the conduct of the National Security Scholarships, Fellowships and Grants Program, which contains, at a minimum, the contents outlined in 50 U.S.C. § 1906(b). In preparation of this annual report,

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the Secretary of Defense shall consult with the members of the Board, who shall each submit to the Secretary, as a minimum, an assessment of hiring needs in the areas of language and area studies, and projection of the deficiencies in such areas. The Secretary shall include all assessments in the annual report.

The Secretary of Defense, through the Under Secretary of Defense for Personnel and Readiness (USD(P&R)), may act upon the Board's advice and recommendations.

6. Support: The Department of Defense (DoD), through the Under Secretary of Defense for Personnel and Readiness (USD(P&R)), provides support, as deemed necessary, for the Board's performance and functions and ensures compliance with the requirements of the FACA, the Government in the Sunshine Act of 1976 (5 U.S.C. § 552b, as amended) ("the Sunshine Act"), governing Federal statutes and regulations, and established DoD policies and procedures.
7. Estimated Annual Operating Costs and Staff Years: The estimated annual operating cost, to include travel, meetings, and contract support, is approximately \$155,000.00. The estimated annual personnel cost to the DoD is 1.0 full-time equivalents.
8. Designated Federal Officer: The Board's Designated Federal Officer (DFO) must be a full-time or permanent part-time DoD employee, appointed in accordance with established DoD policies and procedures.

The Board's DFO is required to attend all meetings of the Board and its subcommittees for the entire duration of each and every meeting. However, in the absence of the Board's DFO, a properly approved Alternate DFO, duly appointed to the Board according to established DoD policies and procedures, must attend the entire duration of all meetings of the Board and its subcommittees.

The DFO, or the Alternate DFO, calls all meetings of the Board and its subcommittees; prepares and approves all meeting agendas; and adjourns any meeting when the DFO, or the Alternate DFO, determines adjournment to be in the public interest or required by governing regulations or DoD policies and procedures.

9. Estimated Number and Frequency of Meetings: The Board meets at the call of the Board's DFO in consultation with the Board's chair. The estimated number of Board meetings is three per year.
10. Duration: The need for this advisory function is on a continuing basis; however, this charter is subject to renewal every two years.
11. Termination: The Board terminates upon recession of 50 U.S.C. § 1903.
12. Membership and Designation: Under the provisions of 50 U.S.C. § 1903(b), the Board is composed of 14 members:



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- a. The following individuals or the representatives of such individuals:
- i. The Secretary of Defense, who shall serve as the Chairman of the Board.
  - ii. The Secretary of Education.
  - iii. The Secretary of State.
  - iv. The Secretary of Commerce.
  - v. The Secretary of Homeland Security.
  - vi. The Secretary of Energy.
  - vii. The Director of the National Intelligence.
  - viii. The Chairperson of the National Endowment for the Humanities.
- b. Six individuals appointed by the President, who shall be experts in the fields of international, language, area, and counter-proliferation studies education and who may not be officers or employees of the Federal Government.

Members of the Board appointed by the President shall be appointed for a period specified by the President at the time of their appointment, but not to exceed four years.

Consistent with 50 U.S.C. § 1903, the Secretary of Defense designates the USD(P&R) as the Chairperson of the Board. If the USD(P&R) is unavailable to chair a specific session of the Board, then the Assistant Secretary of Defense for Personnel and Force Management shall perform the functions of the Chairperson of the Board while the USD(P&R) is unavailable. The authority to chair the Board may not be further delegated.

Board members, who are not full-time or permanent part-time Federal officers or employees, will be appointed as experts or consultants pursuant to 5 U.S.C. § 3109 to serve as special government employee (SGE) members. Board members who are full-time or permanent part-time Federal officers or employees shall be appointed pursuant to 41 C.F.R. § 102-3.130(a) to serve as regular government employee (RGE) members. Each member of the Board is appointed to provide advice on behalf of the Government on the basis of his or her best judgment without representing any particular point of view and in a manner that is free from conflict of interest. Pursuant to 50 U.S.C. 1903(c), individuals appointed by the President shall receive no compensation for service on the Board. With the exception of reimbursement of official Board-related travel and per diem, Board members shall serve without compensation.

13. Subcommittees: The DoD, when necessary and consistent with the Board's mission and DoD policies and procedures, may establish subcommittees, task forces, or working groups to support the Board. Establishment of subcommittees will be based upon a written determination, to include terms of reference, by the Secretary of Defense, the Deputy Secretary of Defense, or the USD(P&R), as the Board's DoD Sponsor.

Such subcommittees will not work independently of the Board and will report all of their recommendations and advice solely to the Board for full and open deliberation and discussion. Subcommittees, task forces, or working groups have no authority to make decisions and recommendations, verbally or in writing, on behalf of the Board. No

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subcommittee or any of its members can update or report, verbally or in writing, on behalf of the Board, directly to the DoD or any Federal officers or employees.

All subcommittee members will be appointed by the Secretary of Defense or the Deputy Secretary of Defense to a term of service of one-to-four years, with annual renewals, even if the individual in question is already a member of the Board. Subcommittee member will not serve more than two consecutive terms of service, unless authorized by the Secretary of Defense or the Deputy Secretary of Defense. Subcommittee members, who are not full-time or permanent part-time Federal officers or employees, will be appointed as experts or consultants pursuant to 5 U.S.C. § 3109 to serve as SGE members. Subcommittee members, who are full-time or permanent part-time Federal officers or employees, will be appointed pursuant to 41 C.F.R. § 102-3.130(a) to serve as RGE members. With the exception of reimbursement of official Board-related travel and per diem, subcommittee members will serve without compensation.

All subcommittees operate under the provisions of FACA, the Sunshine Act, governing Federal statutes and regulations, and established DoD policies and procedures.

14. Recordkeeping: The records of the Board and its subcommittees shall be handled according to Section 2, General Records Schedule 26 and governing DoD policies and procedures. These records will be available for public inspection and copying, subject to the Freedom of Information Act of 1966 (5 U.S.C. § 552, as amended).
15. Filing Date:



Membership Balance Plan  
National Security Education Board

Agency: Department of Defense (DoD)

1. Authority: The Secretary of Defense, in accordance with the provisions of 10 U.S.C. § 1903, the Federal Advisory Committee Act (FACA) of 1972 (5 U.S.C., Appendix, as amended) and 41 C.F.R. § 102-3.50(a), established the National Security Education Board ("the Board").
2. Mission/Function: The Board provides the Secretary of Defense and the Deputy Secretary of Defense independent advice and recommendations on developing the national capacity to educate United States citizens to understand foreign cultures, strengthen United States economic competitiveness, and enhance international cooperation and security.
3. Points of View: Under the provisions of 50 U.S.C. § 1903(b), the Board is made up of 14 members.

The following individuals or the representatives of such individuals:

- a. The Secretary of Defense, who shall serve as the Chairman of the Board.
- b. The Secretary of Education.
- c. The Secretary of State.
- d. The Secretary of Commerce.
- e. The Secretary of Homeland Security.
- f. The Secretary of Energy.
- g. The Director of National Intelligence.
- h. The Chairperson of the National Endowment for the Humanities.

Six individuals appointed by the President, who shall be experts in the fields of international language, area, and counter-proliferation studies education and who may not be officers or employees of the Federal Government.

Consistent with 50 U.S.C. § 1903, the Secretary of Defense designates the Under Secretary of Defense for Personnel and Readiness (USD(P&R)) as the Chairperson of the Board. The Assistant Secretary of Defense for Readiness and Force Management shall perform the functions of the Chairperson of the Board when the USD(P&R) is unavailable to chair a specific session of the Board. The authority to chair the Board may not be further delegated.

Board members appointed by the Secretary of Defense or the Deputy Secretary of Defense, who are not full-time or permanent part-time Federal officers or employees, shall be appointed as experts or consultants pursuant to 5 U.S.C. § 3109 to serve as special government employee (SGE) members. Board members appointed by the Secretary of Defense or Deputy Secretary of Defense, who are full-time or permanent part-time Federal employees, are appointed pursuant to 41 C.F.R. § 102-3.130(a) to serve as regular government employee (RGE) members.

The DoD, unless otherwise directed by an Act of Congress or Presidential directive, does not use representative members on DoD-established or supported advisory committees.

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4. Other Balance Factors: NA

Candidate Identification Process: Members of the Board appointed by the President shall be appointed for a period specified by the President at the time of their appointment, but not to exceed four years. Representatives from the other Executive Branch Departments and Agencies are selected according to the policies and procedures of their respective Departments and Agencies.

Following the President's appointments, the candidates are required to complete the necessary appointment paperwork, to include meeting ethics requirements stipulated by the Office of Government Ethics for advisory committee members who are appointed as SGE members.

Membership vacancies for the Board will be filled in the same manner as described in the previous two paragraphs above.

5. Subcommittee Balance: The DoD, when necessary and consistent with the Board's mission and DoD policies and procedures, may establish subcommittees, task forces, or working groups to support the Board.

The Secretary of Defense or the Deputy Secretary of Defense shall approve the appointment of subcommittee members for one-to-four year terms of service with annual renewals; however, no member, unless authorized by the Secretary, may serve more than two consecutive terms of service. Individuals considered for appointment to any subcommittee of the Board may come from the Board itself or from new nominees, as recommended by the USD(P&R) and based upon the subject matters under consideration, but they must be approved by the Secretary of Defense or the Deputy Secretary of Defense before participating in any subcommittee work.

Subcommittee members, if not full-time or permanent part-time Federal officers or employees, shall be appointed as experts or consultants pursuant to 5 U.S.C. § 3109 to serve as SGE members. Those individuals who are full-time or permanent part-time Federal officers or employees shall serve as RGE members. No subcommittee member may serve more than two consecutive terms of service without the Secretary of Defense or the Deputy Secretary of Defense approval.

6. Other: As nominees are considered for appointment to the Board, the DoD adheres to the Office of Management and Budget's Revised Guidance on Appointment of Lobbyists to Federal Committees, Boards, and Commissions (79 FR 47482; August 13, 2014) and the rules and regulations issued by the Office of Government Ethics.

7. Date Prepared/Updated: